PALOMAR COLLEGE
Learning for Success

STRATEGIC PLANNING COUNCIL
AGENDA

Date:	May 20, 2008
Starting Time:	2:00 p.m.
Ending Time:	4:00 p.m.
Place:	SU-18

CHAIR: Deegan

MEMBERS: Barboa, Barton, Claypool, Cuaron, Dowd, Faulkner, Fernandez, Gowen, Gropen, Halttunen, Hogan-Egkan, Ivey, Kovrig, Lienhart, Lyn, Madrigal, McCluskey, O'Brien, Owens, Shehan, Talmo, Titus, Tortarolo

RECORDER: Ashour

	Attachments	Time
A. INFORMATION/DISCUSSION		60 min
1. College Cost Reduction and Access (CCRAA) grant opportunity	Exhibit A1	

A special meeting of the Palomar College Strategic Planning Council scheduled for May 20, 2008, was held in SU-18. President Robert Deegan called the meeting to order at 2:00 p.m.

ROLL CALL

Members Present:	Barton, Brannick, Claypool, Cuaron, Deegan, Dowd, Duran, Fernandez, Frederick, Gropen, Gowen, Halttunen, Lienhart, Madrigal, Owens, Sheahan, Titus, Tortarolo
Recorder:	Cheryl Ashour
Members Absent:	Dowd, Hoffmann , Hogan-Egkan, Kovrig, McCluskey
Guests:	Dan Sourbeer, Phyllis Laderman, Chris Wick for McCluskey

A. INFORMATION/DISCUSSION

   1. College Cost Reduction and Access (CCRAA) Grant Opportunity (Exhibit A1)
   Michelle Barton discussed the CCRAA grant. She distributed a document describing what the CCRAA grant monies can be used for, the deadline for applying, who the grant would benefit, and the partnership with California State University, San Marcos. Discussion ensued. It was decided that Palomar College will move forward with applying for the grant.

B. ADJOURNMENT

There being no remaining items, the meeting was adjourned at 3:00 p.m.

**College Cost Reduction and Access
Act Hispanic-Serving Institutions
(HSI) Program
FY 2008**

Agenda

- Funding under the Title V, HSI Program
- College Cost Reduction and Access Act (CCRAA) HSI Competitive Preference Priorities
- CCRAA HSI What You Need to Know
- Eligibility and Assurances
- CCRAA HSI Selection Criteria
- CCRAA HSI: Frequently Asked Questions
- Grants.gov

Funding Under the Title V HSI Program

- In FY 2008 the Title V HSI Program will fund down the FY 2007 slate.

- Institutions that scored between 96 and 119 in FY 2007 must apply for and receive basic eligibility designation in order to be considered for funding.

- Funding is not guaranteed: The program will fund down the slate until all funds have been expended.

- An institution that is funded under this process may still apply for and receive a CCRAA HSI grant.

CCRAA HSI Program

In accordance with Part J—Strengthening Historically Black Colleges and Universities and Other Minority-Serving Institutions, the HSI Program has been appropriated $100,000,000 for FY 2008 and again in FY 2009 to:

support for activities described in section 503 (Title V allowable activities), with a priority given to applications that propose–

CCRAA Competitive Preference Priorities

- `(i) to increase the number of Hispanic and other low-income students attaining degrees in the fields of science, technology, engineering, or mathematics; and

- `(ii) to develop model transfer and articulation agreements between 2-year Hispanic-serving institutions and 4-year institutions in such fields.

- **Applicants must address _both_ priorities to receive the 10 points.**

CCRAA HSI:
What You Need To Know

- All eligible HSIs may apply.

- Institutions must apply for and receive "basic eligibility".

- Institutions still need to certify HSI Assurance Data.

- Funding is for 2 years: FY 2008 and a 1-year non-competing continuation (NCC).

- Institutions may apply for and receive both, an Individual and a Cooperative Development grant.

- Estimated average amounts: $862,000 for Individual and $1.2 million for Cooperative grants.

Remember, the final application and funding process information will be published in the *Federal Register*.

CCRAA HSI:
What You Need To Know

- Selection criteria will NOT be the same as for the Title V, HSI Program.

- There are 2 competitive preference priorities worth a total of 10 points.

- New Page Limits—35 for Individual and 55 for Cooperative Development Grants.

  – These page limits do not include the activity budget. There is a new Activity Budget Detail Form you copy and paste to a separate document and attach to "Other Attachment Forms" in Grants.gov.

  – Abstract, Budget Summary, Certifications, Face Sheet (ED424) and Table of Contents are also not included in the page limits.

The final application and funding process information will be published in the *Federal Register*.

Two Components of Eligibility

1) **Request for Designation of Eligibility**
   – Due **April 9, 2008**
   – Your institution must be designated as an eligible institution before your proposal will be reviewed and before you can receive federal grant funds from IDUES.
   – You must apply *__every year__* you seek new funds from any IDUES program.

2) **HSI Assurance**
   – Due with CCRAA HSI application.
   – Mandatory for CCRAA HSI Program eligibility.
   – An enrollment of undergraduate full-time equivalent (FTE) students that is at least 25% Hispanic.

The Department does not pre-certify institutions as HSIs

CCRAA HSI Assurance Data

- Applicable federal law requires verification of eligibility at the time of application. To verify the data submitted, the Department will cross-reference with:
  - data reported to the Integrated Postsecondary Education Data System (IPEDS),
  - the institution's state reported enrollment data, and
  - the institutional annual report.

- If there are any differences in the percentages reported to the above references, the institution should <u>justify the differences in the CCRAA HSI Program Profile Form</u>.

- If the Department receives a replica of the instructions and/or cannot validate assurance, the application will be deemed ineligible.

What CCRAA HSI Can and Cannot Fund

Can

- Purchase equipment for education or research
- Improve instruction facilities [construction, maintenance, renovation]
- Faculty and staff development
- Curriculum revision and development
- Purchase educational materials
- Strengthen telecommunications capacity
- Enhance student services
- Establish or increase the institutional endowment fund

Cannot

- Activities not mentioned in the original application
- Activities inconsistent with applicable State higher education plans
- Religious worship
- Non-degree or non-credit courses
- Operational costs
- Salaries for college-wide officials
- Costs of organized fundraisers
- Costs for student recruitment
- Costs of publications to promote the institution

For a complete list visit: www.ed.gov/programs/hsiccraa/index.html (under Applicant Info)

CCRAA HSI Selection Criteria

- *Need for the project. (20 Points)* In determining the need for the proposed project, the Secretary considers:

  - The magnitude of the needs for the services to be provided or the activities to be carried out by the proposed project.

  - The extent to which the proposed project will focus on serving or otherwise addressing the needs of disadvantaged individuals.

  - The extent to which specific gaps or weaknesses in services, infrastructure, or opportunities have been identified and will be addressed by the proposed project, including the nature and magnitude of those gaps or weaknesses.

CCRAA HSI Selection Criteria

- *Quality of the project design.* (**15 Points**) In determining the quality of the design of the proposed project, the Secretary considers:

  - The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.

  - The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs.

CCRAA HSI Selection Criteria

- *Quality of project services.* (**15 Points**) In determining the quality of the services to be provided by the proposed project, the Secretary considers the quality and sufficiency of strategies for ensuring equal access and treatment for eligible project participants who are members of groups that traditionally been underrepresented based on race, color, national origin, gender, age, or disability. In addition, the Secretary considers:
  - The extent to which the services provided by the proposed project are appropriate to the needs of the intended recipients or beneficiaries of those services.
  - The extent to which the services to be provided by the proposed project reflect up-to-date knowledge from research and effective practice.

CCRAA HSI Selection Criteria

- *Quality of project personnel.* (**10 Points**) In determining the quality of project personnel, the Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability. In addition, the Secretary considers:

  – The qualifications, including relevant training and experience, of the project director or principal investigator.

  – The qualifications, including relevant training and experience, of key project personnel.

CCRAA HSI Selection Criteria

- *Adequacy of resources.* (**5 Points**) In determining the adequacy of resources for the proposed project, the Secretary considers:

    – The extent to which the budget is adequate to support the proposed project.

    – The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.

CCRAA HSI Selection Criteria

- *Quality of the management plan.* (**20 Points**) In determining the quality of the management plan for the proposed project, the Secretary considers:

  - The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.

  - The adequacy of procedures for ensuring feedback and continuous improvement in the operation of the proposed project.

  - The adequacy of mechanisms for ensuring high-quality products and services from the proposed project.

CCRAA HSI Selection Criteria

- *Quality of the project evaluation.* **(15 Points)** In determining the quality of the evaluation, the Secretary considers:

  – The extent to which the methods of evaluation are thorough, feasible and appropriate to the goals, objectives and outcomes of the proposed project.

  – The extent to which the methods of evaluation provide for examining the effectiveness of project implementation strategies.

  – The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible.

CCRAA HSI: Special Analyses

- In addition to the Evaluation selection criterion, the Department will conduct special analyses of CCRAA grants that address the competitive preference priorities. They are:
  - The percentage change in the number of students receiving STEM related degrees from grantee institutions that select this priority.
  - The percentage change in the number of students transferring from 2-year grantee institution who select this criterion to 4-year institutions.
- Both assessments will occur before and after the end of the grant period.

CCRAA HSI: Frequently Asked Questions

Q: What fields of study are included under the Sciences?

A: For CCRAA HSI purposes, we will use the same fields of study that are listed on the SMART Grants. For the complete list, please visit: http://www.ifap.ed.gov/dpcletters/GEN0706.html

Q: Can an institution that currently has a Title III or Title V grant but is also an HSI apply for and receive funds under CCRAA?

A: Yes.

CCRAA: Frequently Asked Questions

Q: Will a 4-year HSI be able to collaborate with a non-HSI 2-year institution in an articulation proposal if the 4-year institution would be the fiduciary agent?

A: No. The CCRAA legislation is very specific in that the 2-year institution must be an HSI.

Q: Would "articulation" include collaboration within the same HSI institution between undergraduate and graduate programs?

A: No. CCRAA specifically states the funds are to develop model transfer and articulation agreements between 2-year HSIs and 4-year institutions in STEM fields. Therefore, intra-institution collaboration cannot be considered a transfer and articulation agreement.

What is Grants.gov?

- One common place for applicants to FIND and APPLY for federal Grant Opportunities across all 26 grant-making agencies (http://www.grants.gov)

- The applicant submits an application in Grants.gov and receives email notifications from Grants.gov.

  – Be proactive, check Grants.gov for the status of your application.

  – **Grants.gov accepts only .doc, .rtf or .pdf documents.**

  – You cannot "un-submit"—applications must be entirely re- submitted. **The Department will process the application with the latest date/time received validation**.

Grants.gov: Important Application Issues

- If the date/time received is later than 4:30 p.m. Washington, D.C. time on the closing date, your application is late.

- If your application has a status of "Received" it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to "Validated" or "Rejected with Errors."

- If the status is "Rejected with Errors," your application has not been received successfully.

Some of the reasons Grants.gov may reject an application
can be found on the Grants.gov site:
http://www.grants.gov/assets/ApplicationErrorTips.doc.

Grants.gov: Don't Forget

➢ You cannot submit an application until you have fully registered with Grants.gov. Register Now!

➢ You must provide the same DUNS number used when the institution registered with the Central Contractor Registry (CCR)

➢ Do not wait until the last day to submit your application. If you start uploading your application before 4:30 p.m., Washington, D.C. time, on the application deadline date, and you do not finish uploading until after 4:30 p.m., your application will be marked late. Late applications will be rejected.

➢ Do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

➢ The application status of a successful submission is: Validated, Received by Agency, or Agency Tracking Number Assigned.

➢ If the status is "Rejected with Errors," your application has not been received successfully.

Final Preparation

- Did you follow the application guidelines listed in the *Federal Register*?
- Is there *complete* and *correct* contact information for a person *knowledgeable* about the application from your institution on your ED 424 Form?
  - name
  - phone (with extension number)
  - fax
  - email
- Are the assurances, certificates and CCRAA HSI Program Profile Form completed?
- Did you complete and submit the Activity Budget Detail Form?

Contact Information

CCRAA HSI Web Site

www.ed.gov/programs/hsiccraa/index.html

HSI Program Office

- ➢ **Dr. James Laws, Jr.**   **(202) 502-7576 Director**
- ➢ **Rick Gaona**   **(202) 502-7635**
- ➢ **Nalini Lamba-Nieves**   **(202) 502-7562**
- ➢ **Carnisia Proctor**   **(202) 502-7606**
- ➢ **Sandra Steed**   **(202) 219-7120**
- ➢ **Marion Steward**   **(202) 502-7594**

Title V – HSI Grant Update
- Palomar submitted a Title V HSI grant in FY2007. While we were not funded in FY2007, we are being considered for an award in FY2008.
- Last update from HSI Program is that they will finalize funding decisions by end of June.

Additional Grant Opportunity under the HSI Program
- Through the College Cost Reduction and Access Act (CCRAA), the federal HSI Program has been appropriated $100,000,000 **annually** for **two years** to assist Hispanic-serving institutions to develop and carry out activities to improve and expand the HSI's capacity to serve Hispanic and other low-income students.
- Competitive Preference Priorities
  - Increase the number of Hispanic and other low-income students attaining degrees in the fields of science, technology, engineering, or mathematics (STEM), AND
  - Develop model transfer and articulation agreements between 2-year Hispanic-serving institutions and 4-year institutions in such fields.
- Award Information
  - Average awards
    - Independent Development Grant = $862,000 annually
    - Cooperative Arrangement Development Grant = $1,200,000 annually
  - Estimated number of awards
    - 58 Individual Development Grants
    - 42 Cooperative Arrangement Development Grants
  - Estimated number of applications = 200
- Timeline for grant submission
  - Request for proposal released May 13th
  - **Due date is June 27th**

What CAN the CCRAA grant fund and CANNOT Fund
- **CAN Fund**
  - Purchase equipment for education or research
  - Improve instruction facilities [construction, maintenance, renovation]
  - Faculty and staff development
  - Curriculum revision and development
  - Purchase educational materials
  - Strengthen telecommunications capacity
  - Enhance student services
  - Establish or increase the institutional endowment fund

What CAN the CCRAA grant fund and CANNOT Fund (continued)
- **CANNOT Fund**
    - Activities not mentioned in the original application
    - Activities inconsistent with applicable State higher education plans
    - Religious worship
    - Non-degree or non-credit courses
    - Operational costs
    - Salaries for college-wide officials
    - Costs of organized fundraisers
    - Costs for student recruitment
    - Costs of publications to promote the institution

Should Palomar Apply
- Grant supports our current goals and activities
    - Compliments what we are trying to do with our Title V grant, adds STEM disciplines
    - Currently, Palomar participates in the NIH's Bridges Grant awarded to CSUSM where small cohorts of underrepresented students enrolled in life sciences courses are identified and participate in activities that lead them to transfer to CSUSM (or other four year), earn a Bachelor's degree in a STEM discipline, and then move on to graduate school.
- Dean Francis is currently discussing with some faculty members in the STEM disciplines. They have expressed an initial interest.
- Palomar faculty would define and drive the grant activities.
- We are exploring with CSUSM the possibility of expanding our Bridges partnership

Is there a matching requirement?
- No

Is the institution allowed to charge an indirect?
- Palomar would need to establish a negotiated rate with the Federal government in order to qualify for indirect cost. This is not unusual requirement in these grants